
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: SABBATICAL LEAVE

NUMBER: PRO 5-10

REFERENCE:

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I. DEFINITION AND CONDITIONS

- a. To state the procedure governing the administration of sabbatical leave. A sabbatical leave is an extended professional leave during which time an employee is relieved of regular job responsibilities to pursue professional development.
- b. Sabbatical Leave is leave granted primarily for the professional advancement of qualified employees and for the benefit of the College. It is the intent of this rule that Sabbatical Leave be granted for study in a field or discipline taught at this College or for study directly related to an employee's professional role at this College. Faculty-Staff exchange programs with other institutions, other work experience, research or travel related to a professional's role at the College may also qualify for consideration.
- c. Unless otherwise changed by the Board, no more than one new sabbatical leave recipient shall be permitted leave for each semester. A Sabbatical leave shall not exceed the employee's contract period. No application for a period less than one semester (Fall, Spring or Summer) or for a period longer than all three of semesters will be considered.
- d. A qualified employee who is eligible for sabbatical leave is defined as: a regular full-time College- funded faculty or administrative employee who holds two years of satisfactory or higher performance review s and who has been employed as a full-time employee, by this College, for a minimum of five contract years prior to the deadline for applying for such sabbatical leave.

II. PROCESS

- a. A qualified employee may obtain an application form for Sabbatical Leave Application (Form PER 051) from the Human Resources web site. Completed and approved applications must be submitted to Human Resources a minimum of two semesters in advance of the start of the requested semester for sabbatical leave.
- b. A qualified eligible employee is required to have a conversation with one's supervisor about professional development and the purpose for requesting a sabbatical leave. Upon endorsement by the supervisor, the employee will complete the Sabbatical Leave form and submit such to the supervisor for his signature. The supervisor will subsequently obtain the appropriate department/division administrative signatures. The employee shall be notified

in writing within 10 days if the request for the sabbatical leave has been approved or denied. If the request is fully approved, then the last approving administrative employee will:

1. Notify the employee that the request was departmentally approved; and,
 2. Forward the approved application to Human Resources who shall then forward it to the Sabbatical Leave Review and Recommendation Committee.
- c. The Sabbatical Leave Review and Recommendation Committee shall be appointed by the President no later than August of each year. The Committee shall be comprised of seven members: two current faculty chairs, two faculty members from different disciplines and three staff employees with one of these from MaP and two from administration. The Chair of the Sabbatical Leave R/R Committee shall be appointed by the President. That Committee shall be responsible for reviewing and recommending all qualified leave applicants. If necessary, the Committee shall submit a prioritized list by semester of such recommended applicants to the Cabinet for review. After review by the Cabinet the President shall make the final sabbatical leave recommendations to the District Board of Trustees for approval. On behalf of the President, Human Resources will notify in writing within five days of the Board's approval all employees who were granted sabbatical leave.
- d. The recipient of a Sabbatical Leave shall receive a stipend of full salary for a leave granted for one term.
- e. The recipient of a Sabbatical Leave shall receive a stipend of 75% of full salary for leave beyond one term. In other words, if two terms were granted to a recipient, the recipient would be entitled to 75% of salary for the 1st term and 75% of salary for the second term.
- f. The recipient of a Sabbatical Leave shall be entitled to receive all applicable fringe benefits (such as insurance, etc.) to which he is entitled at the time such leave was granted -- regardless of the number of terms of leave granted.
- g. Upon approval of a Sabbatical Leave, the following terms and conditions as defined or stated in the leave application will apply subsequently as a contract of agreement between the leave recipient and the College:
1. The recipient will report periodically to the President, or designee, on the progress being made during the leave;
 2. The recipient will present to the President, or designee, a final report including College credits, grades and a narrative of accomplishments achieved during the leave and such other matters as are required by the President. This final report shall be made within one month of returning to duty. This final report shall be submitted to the President who shall submit it to the District Board of Trustees for final review and approval;
 3. The recipient will not engage in outside employment during the period of the leave nor shall the recipient accept employment at Lake- Sumter State College without prior written approval of the President and the District Board of Trustees. In the event the recipient is approved for employment at the College during an approved Sabbatical Leave, salary for all days worked will replace the Sabbatical compensation for those days, thus avoiding any overlap in compensation;

4. The recipient shall agree to return to the College after the leave for a period of not less than two contract years after the completion of the leave. The employee shall be at the same pay level that the recipient held prior to the leave. This clause shall not be construed to prohibit termination of the employee as provided in other rules of the College;
5. In the event any of the terms and conditions of the application are violated, the employee may be required to repay all funds received from the College during the period of the leave.

New: 12/08/1997

Revised: 02/17/2009